

# **Bridgman Public Library**

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**Financial Report  
with Supplemental Information  
June 30, 2008**

# **Bridgman Public Library**

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## Independent Auditor's Report

To the Bridgman Public Library Board  
Bridgman, Michigan

We have audited the financial statements of the governmental activities and the major governmental fund of Bridgman Public Library as of and for the year ended June 30, 2008, which collectively comprise Bridgman Public Library's basic financial statements as listed in the table of contents. These basic financial statements are the responsibility of Bridgman Public Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Bridgman Public Library as of June 30, 2008 and the respective changes in financial position thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and the budgetary comparison schedule, as identified in the table of contents, are not required parts of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

*Plante & Moran, PLLC*

November 17, 2008

# **Bridgman Public Library**

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## **Management's Discussion and Analysis**

### **Using this Annual Report**

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements, and required supplemental information. The basic financial statements include information that presents two different views of Bridgman Public Library (the "Library"):

- The first column of the financial statements includes information on Bridgman Public Library's General Fund under the modified accrual method. These fund financial statements focus on current financial resources and provide a more detailed view about the accountability of Bridgman Public Library's sources and uses of funds.
- The adjustment column of the financial statements represents adjustments necessary to convert the fund financial statements to the government-wide financial statements under the full-accrual method.
- The government-wide financial statement column provides both long-term and short-term information about Bridgman Public Library's overall financial status. The statement of net assets and statement of activities provide information about the activities of Bridgman Public Library as a whole and present a longer-term view of the Library's finances. These statements tell how these services were financed in the short term as well as what remains for future spending.
- The basic financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

The required supplemental information section follows the basic financial statements and further explains and supports the information in the financial statements.

### **Condensed Financial Information**

The Library's net assets increased by \$61,426 during fiscal 2008, ending the year at \$2,670,400. The table below shows the composition of the Library's net assets at June 30, 2008 and 2007.

# Bridgman Public Library

## Management's Discussion and Analysis (Continued)

	June 30		Increase (Decrease)
	2008	2007	
<b>Assets</b>			
Current assets	\$ 673,341	\$ 1,063,410	\$ (390,069)
Capital assets - Nondepreciable	395,831	23,750	372,081
Capital assets - Net	<u>1,626,003</u>	<u>1,533,092</u>	<u>92,911</u>
Total assets	2,695,175	2,620,252	74,923
<b>Liabilities - Current liabilities</b>	<u>24,775</u>	<u>11,278</u>	<u>13,497</u>
<b>Net Assets</b>			
Investment in general capital assets	2,021,834	1,556,842	464,992
Restricted for future endowment	38,897	41,849	(2,952)
Unrestricted	<u>609,669</u>	<u>1,010,283</u>	<u>(400,614)</u>
Total net assets	<u><b>\$ 2,670,400</b></u>	<u><b>\$ 2,608,974</b></u>	<u><b>\$ 61,426</b></u>

The table below is a two-year comparison of the revenues and expenditures of the Library. For the year ended June 30, 2008, revenues on the full accrual method of accounting exceeded expenses by \$61,426. For the year ended June 30, 2007, revenues exceeded expenses by \$792,599.

	Year Ended June 30		Increase (Decrease)
	2008	2007	
<b>Revenue</b>			
Property tax	\$ 186,943	\$ 170,679	\$ 16,264
Penal fines	55,184	57,249	(2,065)
Lake Township contract	75,219	68,361	6,858
Contributions	66,743	775,344	(708,601)
Other	<u>126,298</u>	<u>127,490</u>	<u>(1,192)</u>
Total revenue	510,387	1,199,123	(688,736)
<b>Expenses - Library services</b>			
Personnel	182,005	167,391	14,614
Depreciation	113,268	132,431	(19,163)
Other	<u>153,688</u>	<u>106,702</u>	<u>46,986</u>
Total expenses	<u>448,961</u>	<u>406,524</u>	<u>42,437</u>
<b>Excess of Revenue Over Expenditures</b>	<u><b>\$ 61,426</b></u>	<u><b>\$ 792,599</b></u>	<u><b>\$ (731,173)</b></u>

# Bridgman Public Library

## Management's Discussion and Analysis (Continued)

### Bridgman Public Library as a Whole

- Bridgman Public Library's net assets increased this year.
- Bridgman Public Library's primary source of revenue in the current year was property taxes, which accounted for 37 percent of total revenue. The remaining revenue sources include a contract with Lake Charter Township, which represents 15 percent of total revenue; donations, which represent 13 percent of total revenue; insurance refunds, which represent 13 percent of total revenue; library fines (including penal fines), which represent 11 percent of total revenue; and other miscellaneous sources, which represent 11 percent of total revenue. Penal fines are unpredictable and vary yearly depending on police activity and court costs.
- Donations decreased significantly due to a large contribution of \$765,000 received in fiscal year 2007 that did not repeat in this year.
- Personnel expenses are a significant cost to Bridgman Public Library, representing 40 percent of total expenditures. This year, expenses for salaries increased approximately \$15,000, due to an increase in hourly wages and additional staffing. However, actual personnel expenses were approximately \$13,000 lower than the budgeted amount.

### Library Budgetary Highlights

The Library had two budget overruns in 2007. They were as follows:

	Budget	Actual	Overrun
Public utilities	\$ 17,000	\$ 17,636	\$ 636
Repairs and maintenance	33,736	67,334	33,598

The following are management's explanations for the budget overruns:

- Public Utilities - The budget for utilities was not amended at year end because there was limited knowledge of the billings for June 2008. This amount of \$636 represents approximately 3 percent of the total budget for this line item.
- Repairs and Maintenance - The original budget for repairs and maintenance was adjusted at year end to \$33,736. Several items were reclassified from capital expense to repairs and maintenance, including demolition costs of the office building purchased in November 2007 (\$31,500), and items not meeting requirements of capital expenditures (\$2,180). This budget overage is offset by the capital expenditures line item being under budget by approximately \$71,000.

# **Bridgman Public Library**

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## **Management's Discussion and Analysis (Continued)**

### **Capital Assets and Debt Administration**

At the end of the fiscal year, Bridgman Public Library had approximately \$2.02 million invested in land, building, furnishings, equipment, books, and materials. During the fiscal year, the Library purchased an adjacent piece of property, demolished the building, and converted the land to additional parking for approximately \$372,000. The Library added books and materials at a cost of \$27,933.

Bridgman Public Library's debt rating is excellent. No debt was issued during this fiscal year.

### **Future Operating Plans**

The library board is always evaluating the budget to watch the ratio of expense to income.

The Library has a solid relationship with Lake Charter Township and a current contract that pays the Library 1/10 of 1 mill annually. This expires in December 2012.

Additionally, the millage from the City of Bridgman is in good standing. The Library currently has a millage voted in perpetuity and a five-year millage which was renewed in November 2007 and extends through November 2012.

Future needs for the Library include furnishings for the teen and children areas and materials (such as books, periodicals, and audio and video cassettes). Other considerations are maintenance of the outside and inside of the Library, maintenance of the patron and staff computers, and continued staff development.

### **Contacting the Library's Management**

This financial report is designed to provide a general overview of the Library's finances and accountability of the public trust. Questions regarding any of the information provided in this report or requests for additional information should be addressed to the library director, Bridgman Public Library, 4460 Lake Street, Bridgman, MI 49106.

# Bridgman Public Library

## Governmental Fund Balance Sheet/Statement of Net Assets June 30, 2008

	General Fund - Modified Accrual Basis	Adjustments (Note 2)	Statement of Net Assets - Full Accrual
<b>Assets</b>			
Cash and cash equivalents (Note 4)	\$ 512,107	\$ -	\$ 512,107
Investments	100,000		100,000
Other receivables	22,337	-	22,337
Beneficial interest in assets held by Community Foundation (Note 5)	38,897	-	38,897
Capital assets - Nondepreciable (Note 6)		395,831	395,831
Capital assets - Subject to depreciation - Net (Note 6)	-	1,626,003	1,626,003
Total assets	<u>\$ 673,341</u>	<u>\$ 2,021,834</u>	2,695,175
<b>Liabilities</b> - Accounts payable and other liabilities	\$ 24,775	\$ -	24,775
<b>Fund Balance/Net Assets</b>			
Fund balance:			
Reserved for Community Foundation endowment	38,897	(38,897)	-
Unreserved - Undesignated	609,669	(609,669)	-
Total liabilities and fund balance	<u>\$ 673,341</u>	<u>\$ (648,566)</u>	24,775
<b>Net Assets</b>			
Invested in capital assets - Net of debt		\$ 2,021,834	2,021,834
Restricted for Community Foundation endowment		38,897	38,897
Unrestricted		609,669	609,669
Total net assets		<u>\$ 2,670,400</u>	<u>\$ 2,670,400</u>



# Bridgman Public Library

## Statement of Governmental Fund Revenue, Expenditures, and Changes in Fund Balance/Statement of Activities Year Ended June 30, 2008

	General Fund - Modified Accrual Basis	Adjustments (Note 2)	Statement of Activities - Full Accrual
<b>Revenue</b>			
State sources	\$ 5,835	\$ -	\$ 5,835
Investment income	31,138	-	31,138
Property tax	186,943	-	186,943
Penal fines	55,184	-	55,184
Lake Township contract	75,219	-	75,219
Contributions	66,743	-	66,743
Insurance refunds	68,869	-	68,869
Other	20,456	-	20,456
Total revenue	510,387	-	510,387
<b>Expenditures</b>			
Personnel	182,005	-	182,005
Supplies	17,849	-	17,849
Professional services and dues	17,792	-	17,792
Community promotion	12,745	-	12,745
Insurance and bonds	9,251	-	9,251
Public utilities	17,636	-	17,636
Repairs and maintenance	67,334	-	67,334
Audiovisual, books, and periodicals	27,933	(27,933)	-
Capital expenditures	550,327	(550,327)	-
Miscellaneous	11,081	-	11,081
Depreciation	-	113,268	113,268
Total expenditures	913,953	(464,992)	448,961
<b>Excess of Revenue Over (Under) Expenditures</b>	(403,566)	464,992	61,426
<b>Fund Balance/Net Assets - July 1, 2007</b>	1,052,132	1,556,842	2,608,974
<b>Fund Balance/Net Assets - June 30, 2008</b>	<u>\$ 648,566</u>	<u>\$ 2,021,834</u>	<u>\$ 2,670,400</u>

### **Note I - Nature of Organization and Summary of Significant Accounting Policies**

Bridgman Public Library (the "Library") is located in the City of Bridgman, Michigan and is governed by an appointed board. The Library is primarily funded through a tax levy, fines and fees, and charitable donations. Revenue is used to operate and staff the Library. The accompanying basic financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. Based on the significance of any operational or financial relationships with the Library, there are no component units to be included in these financial statements.

The accounting policies of the Library conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units.

#### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The Library's basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library's major funds).

#### **Government-wide Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of net assets includes and recognizes all long-term assets and receivables as well as long-term debt and obligations.

### **Note I - Nature of Organization and Summary of Significant Accounting Policies (Continued)**

#### **Fund Financial Statements**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences are recorded only when payment is due.

#### **Property Tax Revenue**

Property taxes are levied on each July 1 on the taxable valuation of property as of the preceding December 31. Taxes are considered delinquent on March 1 of the following year, at which time penalties and interest are assessed.

The Library's 2007 ad valorem tax is levied and collectible on July 1, 2007 and is recognized as revenue in the year ended June 30, 2008, when the proceeds of the levy are budgeted and available for the financing of operations.

The 2007 taxable valuation of the Library district totaled \$104,567,714, on which ad valorem taxes levied consisted of 1.71 mills for operating purposes. This resulted in tax revenues of approximately \$179,000 for operating purposes, which are recognized in the General Fund.

#### **Assets, Liabilities, and Net Assets**

**Bank Deposits and Investments** - The Library considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

**Investments** - The Library's investments consist of certificates of deposit with an original maturity greater than three months.

### **Note 1 - Nature of Organization and Summary of Significant Accounting Policies (Continued)**

**Capital Assets** - Capital assets are defined by the Library as assets with an initial cost of more than \$500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repair and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	40 years
Land improvement	15 years
Furniture and equipment	10 years
Library books - Reference	10 years
Periodicals and videos	5 years
Library books - Hard cover	5 years
Library books - Soft cover	3 years

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Other accounting policies are disclosed in other notes to the financial statements.

**Note 2 - Reconciliation of Government-wide and Fund Financial Statements**

The General Fund's fund balance and the net change in fund balance differ from net assets and change in net assets reported in the statement of net assets and statement of activities. This difference results primarily from the long-term economic focus of the statement of net assets and statement of activities versus the economic focus of the statement of the governmental fund balance sheet and statement of revenue, expenditures, and changes in fund balance. The following is a reconciliation of fund balance to net assets and the net change in fund balance to the net change in net assets:

<b>Total Fund Balance</b> - Modified accrual basis	\$ 648,566
Amounts reported in the statement of net assets are different because capital assets are not financial resources and are not reported in the funds	<u>2,021,834</u>
<b>Total Net Assets</b> - Full accrual basis	<u>\$ 2,670,400</u>
<b>Net Change in Fund Balances</b> - Modified accrual basis	\$ (403,566)
Amounts reported in the statement of activities are different because governmental funds report capital outlays as expenditures in the statement of activities; these costs are allocated over their estimated useful lives as depreciation:	
Library books, material, and equipment	578,260
Depreciation	<u>(113,268)</u>
<b>Change in Net Assets of Governmental Activities</b> - Full accrual basis	<u>\$ 61,426</u>

# Bridgman Public Library

## Notes to Financial Statements June 30, 2008

### Note 3 - Budget Information

The annual budget is prepared by the budget committee and adopted by the library board in July of each year. Subsequent amendments are made in a legally permissible manner and approved by the library board periodically throughout the year. Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. The amount of encumbrances outstanding at June 30, 2008 has not been calculated. The budget has been prepared in accordance with accounting principles generally accepted in the United States of America.

The budget has been adopted on a line-item basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law. A comparison of actual results of operations to the General Fund budget can be found in the required supplemental information.

**Excess of Expenditures Over Appropriations in Budgeted Funds** - During the year, the Library incurred expenditures that were in excess of the amounts budgeted, as follows:

	Budget	Actual	Overrun
Public utilities	\$ 17,000	\$ 17,636	\$ 636
Repairs and maintenance	33,736	67,334	33,598

### Note 4 - Deposits and Investments

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Library has designated two banks for the deposit of its funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in mutual funds and investment pools investing only in bonds and securities of the United States government, bank accounts, and CDs, but not the remainder of state statutory authority as listed above. The Library's deposits and investment policies are in accordance with statutory authority.

### Note 4 - Deposits and Investments (Continued)

The Library's cash and investments are subject to custodial credit risk of bank deposits, which is examined in more detail below:

#### Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. The Library does not have a deposit policy for custodial credit risk. At year end, the Library had \$427,249 of bank deposits (checking and savings accounts) that were uninsured and uncollateralized. The Library believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the Library evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

### Note 5 - Assets Held at Community Foundation

The Library has an endowment fund that is administered by Berrien Community Foundation (BCF) for the benefit of the Library. BCF is a public charity that is funded through donations by a large number of contributors. Although the Library does not control the fund at BCF because BCF maintains variance power and legal ownership by agreement, the purpose of the fund is to provide support and furtherance of specific programs and activities of Bridgman Public Library. The Library has recorded this fund in this financial report. An asset has been established for the fair value of the funds, which is generally equivalent to the present value of future payments expected to be received by the Library.

A summary of changes in assets held at BCF is as follows:

Balance - July 1, 2007	\$ 41,849
Contributions	300
Distributions	-
Investment losses	(3,252)
Balance - June 30, 2008	<u>\$ 38,897</u>

# Bridgman Public Library

## Notes to Financial Statements June 30, 2008

### Note 6 - Capital Assets

Capital asset activity of the Library's governmental activities was as follows:

	Balance July 1, 2007	Additions	Balance June 30, 2008
<b>Governmental Activities</b>			
Capital assets not being depreciated:			
Land	\$ 23,750	\$ 317,956	\$ 341,706
Land improvement - Construction in progress	-	54,125	54,125
Subtotal	23,750	372,081	395,831
Capital assets being depreciated:			
Building	1,635,120	146,277	1,781,397
Furniture and equipment	313,736	31,969	345,705
Library books, periodicals, and videos	785,527	27,933	813,460
Subtotal	2,734,383	206,179	2,940,562
Less accumulated depreciation	(1,201,291)	(113,268)	(1,314,559)
Net capital assets being depreciated	1,533,092	92,911	1,626,003
Net capital assets	<u>\$ 1,556,842</u>	<u>\$ 464,992</u>	<u>\$ 2,021,834</u>

### Note 7 - Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Library has purchased commercial insurance for general liability, workers' compensation, and medical benefit claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.



## **Required Supplemental Information**

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# Bridgman Public Library

## Required Supplemental Information Budgetary Comparison Schedule - General Fund Year Ended June 30, 2008

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
<b>Revenue</b>				
State sources	\$ -	\$ 4,005	\$ 5,835	\$ 1,830
Investment income	40,000	31,000	31,138	138
Property tax	178,925	186,943	186,943	-
Penal fines	52,000	54,964	55,184	220
Lake Township contract	68,312	75,219	75,219	-
Contributions	-	65,486	66,743	1,257
Insurance income	-	79,341	68,869	(10,472)
Other	6,000	18,345	20,456	2,111
Total revenue	345,237	515,303	510,387	(4,916)
<b>Expenditures</b>				
Personnel	211,062	195,000	182,005	(12,995)
Supplies	18,383	22,173	17,849	(4,324)
Professional services and dues	17,500	18,500	17,792	(708)
Community promotion	13,000	13,000	12,745	(255)
Insurance and bonds	9,800	9,251	9,251	-
Public utilities	17,000	17,000	17,636	636
Repairs and maintenance	20,000	33,736	67,334	33,598
Audiovisual, books, and periodicals	30,000	30,000	27,933	(2,067)
Capital expenditures	-	621,749	550,327	(71,422)
Miscellaneous	25,263	23,647	11,081	(12,566)
Total expenditures	362,008	984,056	913,953	(70,103)
<b>Excess of Expenditures over Revenue</b>	(16,771)	(468,753)	(403,566)	65,187
<b>Fund Balance - July 1, 2007</b>	1,052,132	1,052,132	1,052,132	-
<b>Fund Balance - June 30, 2008</b>	<u>\$ 1,035,361</u>	<u>\$ 583,379</u>	<u>\$ 648,566</u>	<u>\$ 65,187</u>

November 17, 2008

To the Board of Directors  
Bridgman Public Library  
4460 Lake Street  
Bridgman, MI 49106

Dear Board Members:

In planning and performing our audit of the financial statements of Bridgman Public Library as of and for the year ended June 30, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered the Library's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiency to be a significant deficiency in internal control:


### **Journal Entries Identified During Audit**

Certain adjustments were identified by Plante & Moran during the audit and recorded as adjusting entries. The Library kept the book on a cash basis; thus multiple entries were posted to convert from the cash basis to the modified accrual basis of accounting and agree the fund balance with the prior year's financial statements.

This communication is intended solely for the information and use of management, the board of directors, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

**Plante & Moran, PLLC**

A handwritten signature in cursive script that reads "Sharon L. Vargo".  
Sharon L. Vargo